

KanuiKapono Public Charter School • Job Description

Job Title:	Health Aide		
Employment Type:	10-month	Division / Department:	Operations
JOG code:	1030	Reports to:	Operations Director
Collective Bargaining Unit:	03	FLSA Status:	Non-Exempt
Pay Group / Salary Range:	SR 14 / Based on Qualifications	State Comparable:	8F.764 School Health Assistant II

Mākaukau: Required Skills, Qualifications, Experience & Education

- Current CPR and First Aid certification.
- CNA certification from an accredited program or institution.
- Knowledge of common hygiene and sanitary practices.
- Knowledge of general medical conditions, disorders, diseases, allergies and symptoms.
- Ability to read, write and understand oral and written English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education

- High school graduate or equivalent, or higher.
- Higher level nursing certification from an accredited program or institution.
- Completion of Comprehensive Health Care Aide training, or equivalent.
- Completion of School Health Technician Competency Evaluation program.
- Current certification in Emergency Cardiovascular Care (ECC) from American Red Cross.
- Knowledgeable of vaccine preventable diseases and required immunizations.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.

Kuleana: Role and Responsibilities

The kuleana of the Health Aide is to serve as the primary wellness resource for the school by providing basic first aid treatment and administering emergency medical care to ill or injured students, per authorized and established policies. The job is also responsible for performing various general health-related treatments as needed; maintaining a sanitary health/rest room; and keeping a well-stocked inventory of emergency medical supplies. The Health Aide reviews student vaccination

and other required health records for completeness and works to ensure school-wide compliance with appropriate health-related regulations and laws.

Examples of Activities, Duties and Responsibilities

- Renders emergency first aid care (e.g. CPR and Heimlich Maneuver) as needed.
- Takes temperature, and administers emergency oral or topical medications and bandages.
- Tends to sick or hurt students; observes to determine symptoms.
- Contacts parents or guardians on behalf of students; may call EMT services.
- Maintains health/rest area, and all medical supplies and equipment.
- May be asked to coordinate medical training for staff, guest speakers on health topics, and schoolwide wellness activities and events (e.g. heart challenges, fitness fairs).
- Other related duties as assigned.

‘Ano: Characteristics, Traits & Capabilities

- Hiki Ke Kauka‘i ‘Ia: Dependable
- Ho‘ihi: Respectful, courteous
- Kōkua: Helpful, provide assistance
- Maiau: Meticulous
- Paulele ‘ia: Trustworthy

‘Imi Na‘auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

Kuana‘ike: Perspective

The five most important Hawaiian concepts to incorporate into this job are:

- Kūlia i ka Nu‘u: Pursue achievement and excellence; strive to reach the summit
- Laulima: Work together
- Mākia i ka Hana: Work with purpose
- Po‘okela: Strive for excellence
- Pono: Integrity; doing what is right and proper

Uku ‘Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho‘ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant's overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.